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Chief, Classification Wage Administrative Division 8 May 1951

Assistant to the Chief of Procurement

Reclassification of Receiving and Inspection Position,  
Operational Warehouse Branch

1. Submitted herewith are certain important opinions and facts relative to increasing the grade of the Receiving and Inspection Clerk position to GS-7 and reclassifying the position presently designated as GS-3 Clerk-typist to Clerk-checker GS-5, which was established as a GS-4 Clerk-general on the previous T/O but was erroneously changed in process of the reorganization.

2. There are very few, if any, Receiving Clerk positions which are comparable to these positions. This assumption is based upon the fact that no other government agency, with the exception of the Departments of Army, Navy and Air Force, processes the variety of non-administrative equipment to provide logistical support to its operations that this agency does.

3. There is, of course, no reasonable comparison between the sizes of the above agencies and CIA, nor in the volume of materials processed by their specialized organizations, Ordnance, Quartermaster, Signal Corps, Medical Chemical Warfare. However, the depot operations of these activities are concentrated on certain classes or segments of the materials to which their respective organizations are devoted. No one depot generally carries a stock which is representative of the stock of the entire supply organization. However, the comparatively small size of CIA and the volume of supplies processed prohibit the establishment of specialized depots or warehouses devoted to certain classes of material and operated by supply specialists in that particular field. Instead, one warehousing activity and the same receiving and warehousing personnel are used for the processing of a much larger variety of materials, consisting of items from each of the above services, plus an extensive group of civilian commodities.

4. Over 6,000 communications items, consisting of Signal Corps, Engineers, and miscellaneous items, plus 2,000 operational items varying from standard Ordnance, Quartermaster, and photographic items to items especially designed and manufactured for CIA to meet particular operating requirements are stocked within the operational warehouse. In addition to these items, an extensive variety of other materials not carried in Procurement Office stock accounts are processed, which are required in field operations. To mention but a few of these groups, which continually vary, there are medical vaccines, explosives, clothing, furniture, automobiles, trucks, building materials, and machinery.

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5. Also of importance in analysing this position are the complexities involved in receiving materials on Agency contracts, the main difficulty lying in the interpretation of the contract as to what is required by the Agency in comparison with the materials received from the manufacturer. The greatest majority of these contracts relate to communications equipment and especially designed equipment.

6. Another abnormality in this particular receiving function is the issuance of blanket orders or contracts which allow contractors to submit either the requested item or acceptable substitutes for examination by the Agency. Such action is required in the search for rare and difficult items. In all such cases, itemized listings of the material received are prepared by the Receiving Clerk prior to effecting payment on the purchase order involved, and in order that a determination can be made by the appropriate using activity as to the acceptability of items in question.

7. The above examples illustrate the non-routine nature of this function in comparison to other similar functions in the Federal service, and the responsibilities entailed, hence requiring thoroughly trained personnel of a higher caliber, which is the basis for the recommendations set forth herein.



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**Next 1 Page(s) In Document Exempt**

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